

## **CHIEF OF FIRE SAFETY**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the support services of fire department operations, the major responsibility of which is assessing the overall safety needs for the fire department and making recommendations concerning needed policies and procedures to insure safety of employees and safe operation of equipment. An employee of this class makes periodic inspections of fire department facilities, equipment, and apparatus to identify potential safety hazards, observes fire department operations during training and at the scene of an emergency to identify any practices which may contain a potential for accident or injury, disseminates information on safety to department personnel, and maintains records or produces reports on safety related matters. Chief of Fire Safety officers have no routinely assigned supervisory duties but may be involved in training employees on safety and related subjects. Supervision and review of work is received from the deputy fire chief, but for most duties employees have the authority to work independently and receive general instructions only.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs administrative and financial management tasks such as recommending management policies, goals, and objectives for the department in the areas of safety of equipment and personnel; monitors and evaluates local conditions which may become fire or safety hazards; conducts inspections of various divisions of the department and observes department safety practices; attends meetings required by the department head to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the fire service safety operations; studies new laws, regulations, ordinances, and court rulings relating to fire safety to determine if changes in department policies and procedures are needed; gathers information to be used in compiling budgets;

Completes any forms, records, and reports assigned to positions of this class; reads graphs, charts, manuals, or reports in order to compile and analyze data needed for reports; writes narrative reports such as reports on operations, fire department statistics, trends, requests, proposed legislation, or local ordinance changes; files records and reports as required;

Responds to all alarms for major emergencies which might result in serious loss either to life or property; responds to all other alarms or emergency calls for which the department is answerable to evaluate safety of operations; investigates complaints of safety violations against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken;

Personally trains personnel by conducting training in the classroom, drills, or evolutions in the area of safety;

Investigates all accidents involving department equipment or personnel; determines cause; formulates procedure to avoid future accidents; makes periodic inspections of fire department facilities equipment, and apparatus to see that they meet safety standards; personally tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards;

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have at least six (6) years experience as a full-time employee of a paid fire department, at least three (3) years of which must have been as a firefighter.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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